

30 DECEMBER 1998



Command Policy

**COMMERCIAL SOLICITATION, ON-BASE
PRIVATE BUSINESSES, AND THE USE OF
BASE FACILITIES AND TRANSPORTATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 30 SPTG/CCEA (MSgt. C. Coleman)
Supersedes 30 SWI 90-101, 3 May 96.

Certified by: 30 SPTG/CCEA (MSgt. C. Coleman)

Pages: 4

Distribution: F

This instruction establishes policy and procedures for obtaining approval for on-base commercial solicitation, private businesses, and the use of Vandenberg Air Force Base (AFB) facilities and/or transportation vehicle(s) when hosting unit functions, special events and activities. It requires the solicitor or sponsoring agency to have an approved 30 SW Form 400, **Request to Use Base Facilities/Transportation**, available at the site of the event or activity. This instruction assigns responsibilities and approval authority to certain base agencies to approve the use of their facilities. It applies to all units, personnel, civilian contractors, and companies assigned or attached to Vandenberg AFB. "The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management - Developing and Processing Forms*, affects this publication."

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. Responsibilities.

1.1. The Deputy Commander, 30th Support Group (30 SPTG/CD) is final approval authority for temporary use of facilities for special events and activities and for private businesses and commercial solicitations.

1.2. The Vehicle Operations Officer/Superintendent, 30th Transportation Squadron (30 TRNS/LGTO), is approval/disapproval authority for transportation support.

1.3. The Staff Judge Advocate (30 SW/JA) will review all 30 SW Form 400 for legal adequacy, consider all concerns expressed by the offices of primary responsibility (OPR), and other pertinent matters.

1.4. The Housing Office (30 CES/CEH) will furnish a package to those individuals desiring to establish an on-base private business.

1.5. The Law Enforcement Operations (30 SFS/SFOL) will facilitate access to Vandenberg AFB after an approved/signed 30 SW Form 400 and an entry authorization list is submitted at least 72 hours prior to the scheduled event.

1.6. The Wing Ground Safety Office, (30 SW/SEGB), will review all requests for use of installation facilities, transportation and special events to ensure adequate safety considerations are addressed.

2. Facility Office of Primary Responsibility (OPR). The OPRs for facilities, as shown, will coordinate on the 30 SW Form 400 making sure the facility is available on the requested date and time. The OPR will ensure the proposed use of the facility is consistent with the operations and policies established and tentatively reserve the facility pending approval for its use by the Deputy Commander, 30 SPTG.

Facilities	OPR and Location
Vandenberg Center	30 SPTG, Bldg 11777
Sesto Auditorium	30 SPTG, Bldg 11777
Base Theater	AAFES Manager, Bldg 10364
Collocated Club	30 SVS/SVBN, Bldg 10252
Fitness Center	30 SVS/SVMP, Bldg 9005
Lodging	30 SVS/SVML, Bldg 13005
Dining Facility	30 SVS/CCS, Bldg 13004
FAMCAMP	30 SVS/SVRO, Bldg 5002
Off-road vehicles (ORV)	30 SFS, Bldg 13675
Tours	30 SW/PA, Bldg 10577
BX/Commissary Area	Respective Area Managers
Food Safety	30 AMDS/SGPM, Base Hospital

Facilities	OPR and Location
Government Vehicles	30 TRNS, Bldg 10728
Base Housing	30 CES/CEH, Bldg 13522

Events within certain buildings/Base Respective Facility/Area Manager areas

3. Procedures.

3.1. Prepare a 30 SW Form 400 according to instructions printed on the reverse side of the form. Blank 30 SW Form 400s may be obtained from 30 SPTG Command Section, 30 CES Housing Office and the 30 SFS Visitors' Center. Make sure sufficient lead time is provided for processing the form. The 30 SW Form 400 should arrive at the 30 SPTG Command Section (30 SPTG/CD), Bldg 11777, Room C-203, 1031 California Blvd, Vandenberg AFB CA 93437-6251, a minimum of seven work days before the event. If a designated driver program is going to be implemented, state this on the form.

3.2. Any individual or group that wishes to use a facility or transportation for other than routine military purposes must prepare and submit a 30 SW Form 400. The form should be routed through all affected OPRs (see paragraph 2.), the Wing Safety Office (30 SW/SEGB), the Staff Judge Advocate (30 SW/JA) and the Wing Scheduling Office (30 SW/CCAC), in that order, before going to the 30 SPTG/CD. 30 AMDS/SGPM (Food Safety) must be contacted if food will be sold in any facility. If alcoholic beverages will be served, the commander or division chief that is sponsoring the function must ensure designated drivers are available.

3.3. For all events, the individual listed as the OPR on the 30 SW Form 400 needs to have an approved 30 SW Form 400 available at the site of the event.

3.4. Any individual desiring to establish an on-base private business must pick up a package from the Housing Office (30 CES/CEH), Building 13522, 1172 Iceland Ave, Vandenberg AFB CA 93437-6011. The package includes: Certificate and Indemnification Agreement, 30 SW Form 400, Memorandum of Understanding, Base Solicitation Questionnaire, and a list of prohibited solicitation practices. 30 SW Form 400 must be coordinated with an Army/Air Force Exchange Service (AAFES) representative if the business involves the sale of merchandise similar to that sold by AAFES. 30 SPTG/CCEA will forward a copy of the approved or disapproved package to 30 CES/CEH to be maintained in the occupant's housing file.

3.4.1. The 30 SW Form 400 must be thoroughly detailed as to the type of business, the product or service to be sold, the means through which the individual intends to advertise and sell the product, and proof of compliance to the local government licensing requirements (when applicable). Any supporting documentation must be attached to the 30 SW Form 400.

3.4.2. The 30 SW Form 400 should be coordinated through the following agencies in this order: 30 CES/CEH, AAFES, 30 SFS, 30 SVS, 30 AMDS, 30 SW/SEGB, 30 SW/JA, and 30 SPTG.

3.5. To request commercial solicitation privileges, individuals must submit a letter to 30 SPTG/CD describing what they want to sell. Letters may be left at the Visitors' Center. The letter must be

attached to a 30 SW Form 400 (available at Visitors' Center) and coordinated through the following agencies in this order: 30 CES, 30 SFS, 30 SVS, 30 SW/JA, and 30 SPTG. Other attached documentation must include: a Memorandum of Understanding, Base Solicitation Questionnaire, and a list of prohibited practices (all available at the Visitors' Center).

3.5.1. Individuals will pick up the approved or disapproved 30 SW Form 400 in Room C203, Building 11777, after telephone notification by 30 SPTG Command Section personnel.

3.5.2. Approvals will be for a maximum of one year.

3.5.3. The individual must keep a copy of the approval letter with him or her at all times while on the base.

3.5.4. The 30 SFS Visitors' Center, AAFES, 30 CES Housing Office and 30 SPTG Command Section will post DoD Directive 1344.77, *Personal Commercial Solicitation on DoD Installations* and 30 SWI 90-101 for easy access to those individuals conducting personal commercial solicitation on the installation.

4. Request to Access Vandenberg AFB. All requests for nonmilitary or non-base associated personnel (ROTC encampments, Boy Scout Troop tours, etc.) to enter the installation to use base facilities must include an entry authorization list of all attending personnel (including full names and social security numbers). This list must be submitted to Law Enforcement Operations (30 SFS/SFOL), with the approved/signed 30 SW Form 400 at least 72 hours prior to the event. Entry may be delayed or denied if this requirement is not met.

5. Government Transportation. Government vehicles will be used only to support official functions. The transportation OPR (30 TRNS/LGTO) ensures the required vehicles are available, tentatively reserves the vehicles pending final approval of entry authorization for non-Department of Defense (DoD) personnel and ensures all users are briefed on policies. The 30 TRNS/LGTO is the approving authority for government transportation.

6. Advertising Events. To announce events using base facilities in the Base Bulletin, Space and Missile Times and the Command Information Channel, a copy of the approved 30 SW Form 400 must accompany the 30 SW Form 8, **Official Bulletin Notice**, the Space and Missile Times article, and 30 SW Form 83, **Cable TV**. Handcarry the 30 SW Form 8 to the Publishing Management Office (DCI/SCSPP), Bldg. 6510, Room 128, 95 13th St., Vandenberg AFB CA 93437-0759, for publishing and the Space and Missile Times article or 30 SW Form 83 to the Public Affairs Office (30 SW/PA), Bldg 10577, Room A-103, 747 Nebraska Ave, Vandenberg AFB CA 93437-6269, for publishing and broadcasting.

7. Forms Prescribed. 30 SW Form 400, **Request to Use Base Facilities/Transportation**.

PAUL M. SOWADA, Colonel, USAF
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